

BUSINESS TECHNOLOGY - BASIC TECHNICAL CERTIFICATE (BTC)*

Explore More About This Program: <https://cwi.edu/program/administrative-specialist>

Certificate Quick Facts

- **Instructional School:** Social Sciences and Public Safety
- **Department:** Business
- **Program Code:** ADMS-BT.BTC
- **Program Type:** Career and Technical Education
- **Available Fully Online:** Yes
- **Eligible for Federal Financial Aid:** No

Certificate Requirements

| Course | Course Title | Min Credits |
|--------------------------------------|-------------------------------------|-------------|
| ADMS 145 | Advanced Office Information Systems | 3 |
| ADMS 245 | The Virtual Office | 3 |
| BUSA 120 | Business Software Applications | 3 |
| Minimum Credit Hours Required | | 9 |

NOTE: This certificate is not eligible for federal financial aid due to program length.

*All requirements for this degree or certificate may be completed fully online.

Plan of Study Guide: Fall or Spring Start

The course sequence listed below is strongly recommended in order to complete your program requirements. Many Career and Technical Education (CTE) courses have prerequisites and/or corequisites that have been accounted for within this Plan of Study Guide. Please register for each semester as shown using the Student Planning tool in myCWI. Consult your Student Success Advisor for any questions regarding this course sequence plan.

First Year

| | | Credit Hours |
|--------------------------------------|-------------------------------------|--------------|
| Fall | | |
| BUSA 120 | Business Software Applications | 3 |
| Total Semester Credit Hours | | 3 |
| Spring | | |
| ADMS 145 | Advanced Office Information Systems | 3 |
| ADMS 245 | The Virtual Office | 3 |
| Total Semester Credit Hours | | 6 |
| Minimum Credit Hours Required | | 9 |

NOTE: This certificate is not eligible for federal financial aid due to program length.

Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate and utilize the following types of software programs: word processing, spreadsheets, databases, and presentations.
- Integrate office information systems.
- Create advanced charts and tables.
- Design advanced documents.
- Perform data analysis and business intelligence.
- Set-up, moderate, and troubleshoot web meetings and phone conferences.
- Manage self-directed work groups and virtual teams.
- Conduct internet research.
- Manage social media.
- Evaluate "cloud" resources and electronic backup.